

PLAT CHECKLIST

Requirements for filing a petition

- ☐ 1. One (1) completed **checklist** (this form). All forms must be typewritten and all documents must be legible !
- ☐ 2. One (1) completed **petition**, typewritten, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 40 days prior to a scheduled public hearing. All forms must be typewritten and all documents must be legible !
- ☐ 3. One (1) copy of the **legal description or survey of the area to be platted**.
- ☐ 4. One (1) copy of **Area Base Map**, scale of 1 = 1000, **with the boundaries of the site indicated**. Identify all of the following:
- *street, lot and tract lines of parcels and subdivisions within 1000 feet of the site,*
 - *location of schools, parks and other public and semi-public sites within the area map,*
 - *proposed course of surface water drainage.*
- Base maps are available in Room 1821 for a nominal charge. Zoning Base Maps may be downloaded from the city website at: www.indy.gov/dmdplan and then go to 'Maps' then click on 'Base Maps'.
- ☐ 5. **Eleven (11) copies of the proposed primary plat (blue/black-line prints)** prepared in accordance with the Subdivision Control Ordinance. In summary, the preliminary plan includes:
- *proposed name of subdivision*
 - *legal description, scale and north point*
 - *proposed layout of lots, including lot area, lot numbers and dimensions*
 - *proposed layout of streets, including names and dimensions*
 - *location & dimensions of all existing streets, and railroad rights-of-way*
 - *boundary lines of adjoining land, showing owners' names and recorded instrument number within 100' of the site*
 - *boundary lines*
 - *if the plan is a replat, original plat lines.*
 - *name & address of surveyor who prepared the document*
 - *if plan is to be divided into sections, the section boundaries and numbers*
 - *proposed building setback lines and easements, with dimensions*
- ☐ 6. **Two (2) copies of topography maps** drawn with the preliminary plan. In summary, the maps include:
- *proposed name and location of subdivision*
 - *existing sewer, water main lines, culverts and other facilities*
 - *scale and north point*
 - *U.S.G.S contours*
- ☐ 7. Copy of **all transmittal letters** sent to all the agencies listed on the attached sheet.
- ☐ 8. In the case of a plat using the **cluster** option, a copy of the cluster plan approval letter.
- ☐ 9. In the case of a **replat**, a copy of the original plat.
- ☐ 10. **Non-refundable filing fee.** Checks are to be made payable to "City of Indianapolis".
- ☐ 11. **Refundable deposit** for the On-Site Notice. An On-Site Notice must be posted in a conspicuous location along each street frontage of the affected property. A deposit of \$75 per sign must be provided and may be rendered either at the time of filing or at the time of receipt of the Notice. Checks are to be made payable to "City of Indianapolis".
- ☐ 12. **Contact person** identified. The Contact Person will be notified when Legal Notice is prepared; contacted to provide additional information; and will receive the written Staff Report:

Name (print): _____

Address: _____

Daytime Phone: _____ Fax: _____

E-Mail Address: _____

*** * * FINAL PRIMARY PLATS ARE DUE AT LEAST 20 DAYS BEFORE THE HEARING ! ! * * ***

Four copies of the final plat, with plat restrictions & covenants, in accordance with the Subdivision Control Ordinance including the addition of the following:

- *accurate legal description and plat*
- *proposed and existing monumentation indicated*
- *FEMA floodway fringe boundaries and document sources (if applicable)*
- *Dedication of proper easements and rights-of-way*
- *Certification of registered land surveyor*
- *Statement of subdivision by the owner, notarized*